

GTA Board Meeting Minutes

November 28, 2011

County Square, 301 University Ridge, Greenville, SC
Conference Room H (Bauer)Board Members in Attendance:

Mr. Matt Carter
Ms. Pat Dilger
Mr. Trey Fouché , Asst. Chairman
Mr. Al Gray, Treasurer
Mr. David Mitchell, Chairman
Mr. Jason Tankersley
Mr. Jan Williams

Staff in Attendance:

Greg Baney, Transit Planner/Grants Manager
Lorrie Brown, Administrative Assistant
Steve Chastain, Transit Superintendent
Carl Jackson, Transportation Director
Shelia Schmitt, Transit General Manager

Others in Attendance:

Karen Crawford, City Comptroller
Fred Payne, County Council Member
Michael T. Pry, DP3 Architects
Warren Rowe, City Projects Manager
Gaye Sprague, City Council Member

The meeting was called to order at 12:00 noon by Chairman David Mitchell.

Quorum established.

Approval of October 24, 2011 Board Meeting Minutes:

A motion to approve the October 24, 2011 Board Minutes was made by Mr. Al Gray. The motion was seconded by Mr. Trey Fouché. No opposers. The motion carries.

Committee Reports**Development Committee Report (Given by Mr. Trey Fouché):**

- The Committee met on Monday, November 21st. All members were in attendance.
- Ms. Pat Dilger thanked staff and Board for participation in Footloose which was deemed a success.
- The Design and Review Board gave their permission for a mural to be painted on the panels on the front windows of the vacant GTA 106 Augusta Street building. The artist will provide a rendering to city staff.
- Trolley Operations Plan presented by staff. Staff recommended one of the three proposals for trolley operation. The City will contribute the operating expenses as currently budgeted. GTA will run the trolleys on same schedule as currently operated by the City. However, under this plan the Board reserves the right to seek additional revenue should the operating expenses exceed the budgeted amount of \$160,000 (the City's contribution which they will give to GTA). Mr. Jackson stated that the revised recommendation gives GTA the option to seek additional revenue sources should costs exceed the \$160,000 provided by the City to insure expenses are able to be met. Mr. Baney stated that vehicle maintenance gets reimbursed for GTA for the trolleys. Mr. Jackson stated that staff used federal standards to calculate the cost. Mr. Baney stated we used the highest paid personnel to calculate the cost. The FTA pays 80% for the purchase of trolleys, and the City will pay the 20% match. Mr. Jackson stated that the City wants the trolley(s) transferred to transit, and the caveat is to run the service just as it is currently being operated. The Greenville Drive will probably want to negotiate with GTA for some sort of merchandising agreement. They currently have naming rights; however, if they want to continue to do so with new trolleys they would have to pay GTA for these rights. Chairman Mitchell asked for clarification as to the special requests the City receives for the trolleys. Mr. Jackson stated that GTA will not rent the trolley out. Councilman Sprague wanted to clarify that the plan covers service to the Greenville Drive games. Mr. Jackson stated that this plan does allow for the same operation which the City had which includes the Drive games.

The Development Committee recommends to the full board approval of the Trolley Operations Plan enabling GTA to provide a replacement service for the existing downtown trolleys currently operated by the City of Greenville. If the future cost of operating the service exceeds the amount currently budgeted, GTA reserves the right to seek alternative revenue options. Since this recommendation comes from the Development Committee, a second is not required. A vote is taken. No opposers. The recommendation carries.

- GSP/Downtown Hotel Group Feasibility Report – Three options were presented. The Downtown Hotel group who instigated this conversation is partial to option 1 (Express Route from downtown Greenville to GSP using I-85 and 385). Under this option, four buses would be purchased. The capital amount for the buses is 1.6 million dollars. A grant is being routed through the Finance Committee today for approval. Initially, the hotel group approached

GTA staff 6 months ago regarding service from downtown Greenville to the GSP Airport; they want to get out of the transportation business. Mr. Jackson stated a meeting has been scheduled for December 8 with the downtown hotel managers; he noted that nothing is taken away from Tiger III. A south route (covering hotels closer to I-85 route) is also an attractive option. The \$18.50 listed for potential fare is a placeholder. GTA will determine fare; \$20 was mentioned. Discussions have taken place regarding connecting to Hwy. 29. Chairman Mitchell suggested bringing Greer Mayor Danner into future discussions. Mr. Baney stated that Mayor Danner has a copy of the feasibility report. Staff also discussed using the JARC route to tie into Rt. 13.

The Development Committee recommends to the full board approval of the GSP/Downtown Hotel Route Feasibility Study and project budget as presented by staff for Option 1. Since this is a recommendation from the Development Committee, a second is not required. A vote is taken. No opposers. The recommendation carries.

- **Cost Efficiency Report.** We are down slightly for the month of October due to the fare free day and "Footloose".
- **Bus Shelters** - The County put up 5 shelters last month. Steve Chastain is now doing the footwork for shelter installation for the County.
- Shelia Schmitt and Chairman Mitchell met with the Boulder Creek Apartment Manager regarding route changes that occurred this year. They would like GTA paratransit for their elderly and we will look into installing a shelter on 291 (Pleasantburg Dr. past Cherrydale) for their tenants. However, there is a problem regarding land ownership and getting approval from land owners to put in a shelter (the closest place to install a shelter is near the gas station).
Mr. Carter offered to assist staff with this issue; he asked Ms. Schmitt to supply a tax plat number for the site.
- **Transfer Center Phase III Renovations** - The architects are working with Alta (one of the subcontractors). The architects will attend the next Development Committee Meeting.
- **CAD/AVL** - The contract has been signed.
- **Greenlink Vehicle Maintenance Shop** - Scott McIver informed the committee that the Greenlink Vehicle Maintenance Shop was awarded a blue seal of excellence from the National Institute for Automotive Service.

Finance Committee Report (given by Mr. Al Gray):

- The Committee met on Thursday, November 17th. All members were in attendance.
- New Board Member, Mr. Jason Tankersley, attended the meeting.

Mr. Tankersley was asked by Chairman Mitchell to introduce himself. He stated that he is currently employed with Centennial American Properties. Most of his career was in advertising. He always had a real interest in understanding how transit works and how it could be better. He feels the City deserves better transit and the County needs it. He likes the idea of being able to devote service to hotels and other retailers and growing the system to where it becomes viable for people who have jobs. It has been an interesting process in understanding both the pluses and minuses on the funding and financial side and growing the system responsibly.

Mr. Jackson stated that we have three days proposed for Mr. Tankersley to participate in the GTA new board member orientation. The process will start with the Director of Transit and will include a tour of the facility and a ride on GTA/Greenlink bus.

- The Manpower Review Report was discussed at the Committee meeting; the report which is enclosed is self-explanatory. Mr. Gray stated he is not sure that labor costs are being considered. Ms. Schmitt brought up issues she had in putting appropriate personnel in place which should be considered. We elected not to proceed with the recommendation of consultant but to continue to monitor overtime. Mr. Carter stated in his opinion we are losing the ability to maintain a stable driving force because we are filling positions with part-time employees, and it seems like it is a dollar issue. Ms. Schmitt stated that we have lost 26 part-time employees to the school district. Carl Jackson stated that overtime will be an ongoing issue. If we add positions we will have to go back and re-evaluate and find a way to hire more drivers. We have to factor in vacation and overtime pay.
- Revenue is listed as 94.6% of our budget estimate.
- Expenditures are at 102% due in part to overtime.
- Passenger revenue is up 109% as a result of the fare increase.
- Demand Response salaries are at 120% of budget.
- Cash balance as of September 30 is \$224,761.
- The Fund Balance as of September 30 is \$113,944.

November 2011 GTA Finance Board Invoices

Date	Company	Description	Invoice #	Amount
10/25/11	Alpha Printing	Printing order 4/4 trim and fold – 5,000 each	8919	2,899.00
10/24/11	City of Greenville	GTA Board Contract – Sept. 2011	73502	359,020.31
10/26/11	Greenville County Tax Collector	Storm water Fee – 100 W. McBee Ave.	1100009704777	1,615.75
10/26/11	Greenville County Tax Collector	Storm water Fee – 154 Augusta St.	1100009978077	1,163.34
10/26/11	Greenville County Tax Collector	Storm water Fee – 106 Augusta St.	1100009978077	1,680.38
10/17/11	SC Insurance Reserve Fund	Bldg. and Personal Property 10/12/11 – 10/01/12	1190379	16.59
10/20/11	SC Insurance Reserve Fund	10/17/11 – 10/01/12	1190437	16.36
10/26/11	SC Insurance Reserve Fund	Auto Comprehensive and Collision – bus deletion	1190496	(20.30)
10/26/11	SC Insurance Reserve Fund	Auto Liability – bus deletion	1190497	(3,850.00)
				\$362,541.43

JARC/New Freedom Board Invoices

Date	Company	Description	Invoice #	Amount
11/1/11	Bon Secours St. Francis	Operations Reimbursement – Sept. 2011	Gvl Transit 9-11	2,372.66
11/11/11	City of Greenville	Sept. 2011 Parks & Recreation Bus	73510	925.76
10/4/11	Clemson University	CU-ICAR Reimbursement for St. Francis/ICAR shuttle	W0926264011	2,372.61
11/1/11	Clemson University	CU-ICAR Reimbursement for St. Francis/ICAR shuttle	W092625315	2,372.60
11/3/11	Upstate Shuttle Services Inc.	Oct 2011 JARC-Travelers Rest/50% allowable amount	JARC-12-2011	4,457.00
				\$12,500.63

Grand Total	\$375,042.06
--------------------	---------------------

1. The invoice relates to the Transit Center Renovation project, 80% grant funds, local match provided by the City.
2. The invoice relates to the Bus Shelter project, 80% grant funds, local match partially funded by City in-kind.
3. The invoice relates to various items, applicable portion grant funded, GTA responsible for 20%.
4. The invoice has been approved for payment.

The Finance Committee recommends approval of the invoices presented to the full board in the amount of \$375,042.06) pending the availability of funds. Since this is a recommendation from the Finance Committee, a second is not required. A vote is taken. There are no opposers. The motion carries.

Three additional invoices were submitted after the Committee met:

- Bike Lids – We have to pay 50% (\$4,490.50) to get the order for bike lockers on the books (95% covered under a grant and the other 5% will come from the City of Greenville Parks and Recreation Department).
- Millers – This invoice in the amount of \$3,657.60 is for display cases at the Transit Center (The match is 80/20).
- Insurance Reserve Fund – This invoice in the amount of \$78.50 is to add the new five shelters to the insurance.

Mr. Matt Carter made a motion to pay the additional invoices (Bike Lids, Millers and Insurance Reserve Fund) in the amount of \$8,266.60. The motion was seconded by Mr. Al Gray. No opposers. The motion carries.

A Request for Board Action was submitted for staff to do a grant application to the Graham Foundation. This is contingent upon project approval.

The Finance Committee recommends to the full board that staff be allowed to submit a grant application to the Graham Foundation for the amount of \$320,000. No opposers. The motion carries.

The Finance Committee recommends that staff be allowed to purchase financial management software from SunGard in the amount of \$210,000 over a five year period. It will be charged out as an annual maintenance fee of \$42,000 per year; therefore, we will be reimbursed at 80%. No opposers. The recommendation carries.

New Business:

FY 2012 Federal Certifications and Assurances (copy enclosed) – Greg Baney stated this is presented as information; however, Chairman Mitchell must sign this document. It lets the Board know the expectations of the FTA (our primary funding source). On page 46 of this document, there is a place for the Chairman and City Attorney to sign.

The 2012 Board Calendar is submitted for Board Review. Mr. Fouché stated that he is comfortable with the calendar; however, the Development Committee will sit down in January to make sure schedules have not changed.

Management Report:

- Safety and Security Emergency Preparedness Plan and Accreditation are moving forward. We did a critical assessment which will be part of the safety plan. As far as accreditation, a questionnaire was completed and sent to CTAA. If we pass the desktop review (conference call) we get certification that our processes are good until the onsite visit.
- Mauldin and Simpsonville – No change in the service plan occurred as a result of the political changes; however, there will be public hearing meeting date changes so that the new mayors and council members are briefed on the pending service.
- Dave Baxter will do a Marketing Plan Presentation at the annual meeting.
- Performance Summary – We are still recovering from the fare increase; however, ridership still increased by 3%. We had a 28% increase in overall revenue. We sold 490 All day passes in October. Swap outs have decreased.
- The Annual Meeting will be held in January 2012. Next month the Board will need to put together a nominating committee to elect officers (per the bylaws, election of officers will take place at the annual meeting).
- Additional board training will be offered again in March by TASC and will be held in Myrtle Beach, SC. Scholarships may be offered for board member training.
- Doug Frate has been promoted to Assistant Secretary of Transportation for State of South Carolina.
- Gloria Moody (City Risk Management) is slated to retire at the end of year; she oversees our safety reports, etc.

Additional Comments/Information:

- Mr. Carter suggested that staff consult with Jason Tankersley regarding the marketing plan prior to the presentation at the annual meeting, since he has a marketing background.

A motion for the Board to enter into Executive session was made by Mr. Matt Carter. The motion was seconded by Mr. Trey Fouché. No opposers. The Board goes into Executive Session.

Mr. Al Gray offered a motion to return to the regular session of the GTA Board Meeting. Ms. Pat Dilger seconded the motion. No opposers. Regular session of the GTA Board Meeting resumes.

A motion to adjourn was made by Mr. Trey Fouché. The motion was seconded by Mr. Al Gray. No opposers. The motion carries.

Prepared by: _____ Date: _____
Lorrie Brown, Greenlink Administrative Assistant

Approved by: _____ Date: _____
Mr. David Mitchell, GTA Board Chairman